

Evaluation Summary Report (BIE)

Last Modified on 10/21/2024 8:20 am CDT

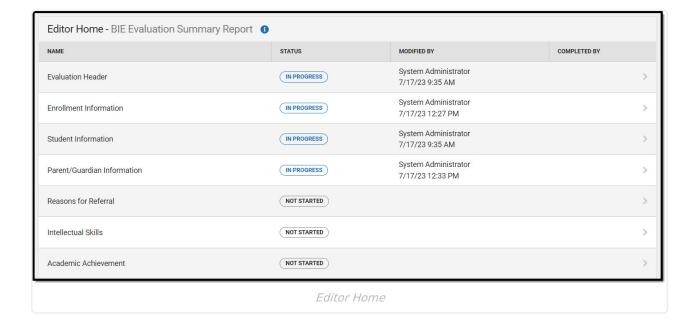
Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Template Banks | Text Editors | Editors

Tool Search: Special Ed Documents

Evaluations are used to document the student's educational needs and the student's determination of eligibility for special education. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

An evaluation must be created whether or not the student is determined to have a disability. A copy of the evaluation summary report, including the documentation of eligibility, is given to the student's parents by the school district.

The current format of this document is the **BIE Evaluation 2023**. Evaluation formats are selected in the Eval Types tool.



Editor Home

The Editor Home lists the editors available, their status, and Modification and Completion information.



Header	Description
Name	The name of the editor.
Status	 In Progress indicates a user has entered and saved data in that editor. Not Started is the default status for all editors. Complete indicates a user has clicked the Complete button on the editor, and the editor is read-only. This does not lock the editor from further editing but indicates the user considers the editor finished. Not Needed indicates a user has clicked the Not Needed button on the editor. This is usually done for editors that do not apply to the student. The following statuses are only available for certain state-specific documents: ESign indicates that the editor has functionality related to the eSignature process. See the Nevada Individual Education Plan eSignature Process or Delaware Special Ed Plan eSignature Process articles for additional information. Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the Complete button for that editor.

General Information

The following table lists the actions available for the editors. When resizing the window, certain buttons are condensed into a single **Action** button.

Button	Description
Save	 Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. Save captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information. Save & Stay captures progress and keeps the user on the current editor. This save button is the default save option and is usually found within the detail screen or list editors, such as Goals and Objectives. Save & Next captures progress and navigates the user to the next editor. Save & New captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Type section for additional information.



Button	Description
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted records. Manually entered fields do not change when the refresh button is clicked. The user must Save after clicking Refresh to capture changes. A side panel displays a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	Changes the status of the editor. Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. The user must click In Progress to further edit after an editor is marked Complete. Not Needed indicates the editor does not apply to the student's plan or evaluation. This makes the editor read-only. However, this does not lock the editor from further editing. Click the In Progress button to further edit after an editor is marked Not Needed. In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made. The following status is only available for the Nevada IEP: Complete Pending eSignature only displays for the Procedural Safeguards, IEP Implementation, and Medicaid Consent editors. This button marks the editor as complete until the parent/guardian electronically signs those sections of the plan via the Campus Parent Portal. See the Nevada Individual Education Plan eSignature Process or Delaware Special Ed Plan eSignature Process articles for additional information.
Print	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click Close to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor is displayed. List editors display a list of all records within that editor. Clicking an existing record or the **New** button opens the detail view for an individual record.

Editor Lock Out and Release Logic



Only one user at a time can actively work on an editor. A person with a padlock icon () displays in the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header.

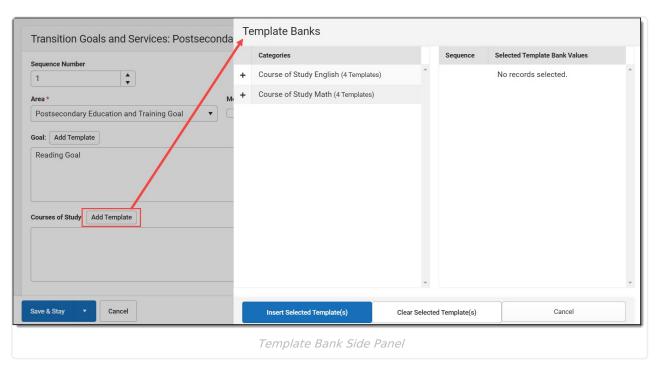
To release an editor, the user must:

- navigate to the next editor by clicking Save and Next or the Editors button and selecting the next editor from the side panel.
- click the Cancel button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

Editors are automatically released when the in-application timeout limit has been exceeded. This is a back-end process and is usually around 30-60 minutes.

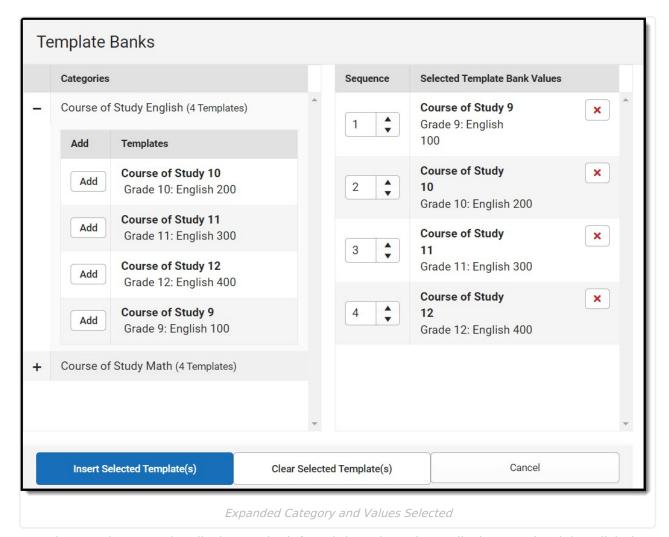
Template Banks

Certain fields within several editors have an **Add Template** icon that displays next to their name. Clicking this button displays a side panel with the available library of predetermined text for that field. Template Banks are managed in System Administration.



Click the plus (+) icons next to the category to view the available template values.





Template Bank Categories display on the left and the selected text displays on the right. Click the **Add** button to add the template value. This adds the template to the queue of values on the right. The red **X** removes selected templates while the sequence field can be used to reorder the templates. Another option is to use the up and down arrows next to the sequence field to reorder values.

Click **Cancel** to go back to the document. The **Clear Selected Template(s)** button removes all selected template values from the right selection screen.

Once selections are finalized, click the **Insert Selected Template(s)** button to add the values to the field within the document in the selected order. Template values are separated by carriage returns.





Text Editors

Images should not be inserted into text fields.

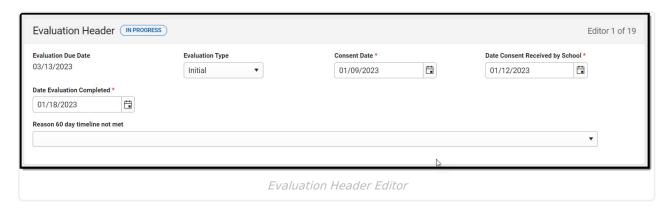
Editors

Evaluation Header | Enrollment Information | Student Information | Parent/Guardian Information | Reasons for Referral | Intellectual Skills | Academic Achievement | Communication Skills | Physical/Medical | Motor Skills | Social, Emotional and Behavioral | Adaptive Skills | Hearing | Vision | Vocational | Developmental Delay | Classroom Observations | Other | Determination of Eligibility

The following section lists each editor and describes each field on the editor.

Evaluation Header

The Evaluation Header editor lists general information about the Evaluation.



Field	Description	Validation
Evaluation Due Date	A day 60 days from the date consent to evaluate the student for special education services is received.	This field auto-populates to a date 60 days from the date entered in the Date Consent Received by School field. This field is readonly.
Date Evaluation Completed Required	The day the evaluation is completed.	N/A
Evaluation Type	The type of evaluation. Options include: Initial Reevaluation	N/A



Field	Description	Validation
Consent Date Required	The day the consent is sent to the student's parent/guardian.	N/A
Date Consent Received by School Required	The day the school received consent from the student's parent/guardian to evaluate the student for special education services.	The date entered in this field automatically calculates to a date 60 days in the future. When a date is entered here, the Evaluation Due Date autopopulates.
Date Evaluation Completed Required	The day the evaluation was completed for the student.	N/A
Reason 60 day timeline not met	The explanation for why the evaluation was not completed within the 60 day timeline. Options include: • Parent repeatedly fails or refuses to make child available for evaluation • Child transfers to new school after previous school has begun and evaluation is not completed (child no longer under the jurisdiction of the school) • Contract not awarded • Inclement weather • Evaluator not available • Other	This field does not print.

Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment.

The **Refresh** button retrieves a fresh copy of data from the student's record.



Enrollment Information (IN PROGRESS)			Editor 2 of 19
Click Refresh to retrieve a new copy of data from a selec	eted Enrollment record.		
School High School	Gra 11	de	
District Information			
District Number	District Name Public School		
District Address MT 59540		District Phone	
District SPED Address MT 59540		District SPED Phone	
Enrollment Information Editor			

▶ Click here to expand...

Field	Description	Location (when Refresh is clicked)
School	The name of the school associated with the student's Enrollment record.	Student Information > General > Enrollments > School
Grade	The student's current grade.	Student Information > General > Enrollments > Grade Enrollment.grade
District Informa	tion	
District Number	The district number associated with the Enrolled school.	System Administration > Resources > District Information > State District Number
District Name	The district name associated with the Enrolled school.	System Administration > Resources > District Information > Name
District Address	The district address associated with the Enrolled school.	System Administration > Resources > District Information > Address
District Phone	The district phone number associated with the Enrolled school.	System Administration > Resources > District Information > Phone
District SPED Address	The district special education address associated with the Enrolled school.	System Administration > Resources > District Information > SPED Address
District SPED Phone	The district special education phone number associated with the Enrolled school.	System Administration > Resources > District Information > SPED Phone

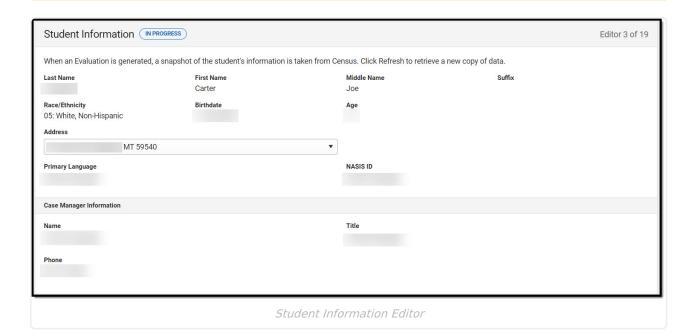
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Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record.



Field	Description	Location (when Refresh is clicked)
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName



Field	Description	Location (when Refresh is clicked)
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
Race/Ethnicity	The student's state defined race.	Census > People > Demographics > State Race/Ethnicity
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Age	The student's age.	Census > Person Information > Age
Address	The student's address. This field becomes a dropdown when more than one address exists for the student. The primary household displays by default.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Primary Language	The student's first language.	Census > People > Demographics > Home Primary Language identity.homePrimaryLanguage
NASIS ID	The student's state ID number.	Census > People > Demographics > NASIS ID
Case Manager I	nformation	
Name	The first and last name of the team member.	Student Information > Special Ed > General > Team Members
Title	The role of the team member.	Student Information > Special Ed > General > Team Members
Phone	The phone number of the team member.	Student Information > Special Ed > General > Team Members

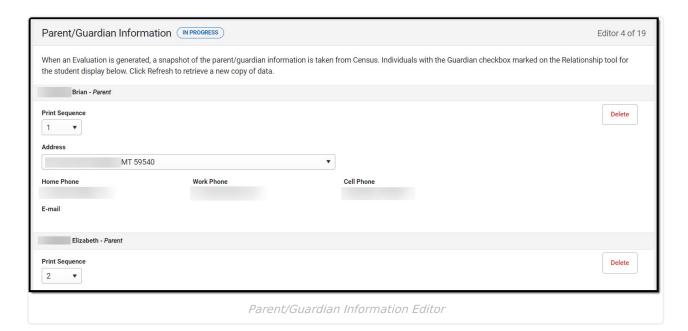
Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.



The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the IEP.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.



Field	Description	Validation
Last Name	The last name of the parent/guardian.	This field populates from Census. This is part of the header for the parent/guardian.
First Name	The first name of the parent/guardian.	This field populates from Census. This is part of the header for the parent/guardian.
Middle Name	The middle name of the parent/guardian.	This field populates from Census. This is part of the header for the parent/guardian.
Suffix	The suffix of the parent/guardian.	This field populates from Census. This is part of the header for the parent/guardian.
Relationship	The relation of the parent/guardian to the student.	This field populates from Census. This is part of the header for the parent/guardian.



Field	Description	Validation
Print Sequence	The print order of the parent/guardian(s) on the IEP.	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, parent/guardian(s) with a sequence number prints in the order defined. Unordered parent/guardians display below the sequenced records.
Address	The parent/guardians' address.	This field populates from Census > Household > Addresses. When there are multiple addresses for a person, the drop down with an option to select which address displays. When there is only one address, the drop down only has one option. The populated address is the one marked Primary.
Home Phone	The home phone number of the parent/guardian.	This field populates from Census > Personal Contact Information > Household Phone.
Work Phone	The work phone of the parent/guardian.	This field populates from Census > People > Demographics > Work Phone.
Cell Phone	The cell phone of the parent/guardian.	This field populates from Census > Personal Contact Information > Cell Phone.
Email	The primary email address for the parent/guardian.	This field populates from Census > Personal Contact Information > Email.

Reasons for Referral

The Reasons for Referral editor is used to document the reasons the parent/guardian(s) and/or school personnel referred the student for an evaluation.





Intellectual Skills

The Intellectual Skills editor is used to document the student's current level of intellectual development.



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Academic Achievement

The Academic Achievement editor is used to document the student's current level of academic achievement in the classroom.



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Communication Skills

The Communication Skills editor is used to document the student's current level of communication skills.





Physical/Medical

The Physical/Medical editor is used to document the student's physical and medical health.



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Motor Skills

The Motor Skills editor is used to document the student's current level of movement and motor ability.

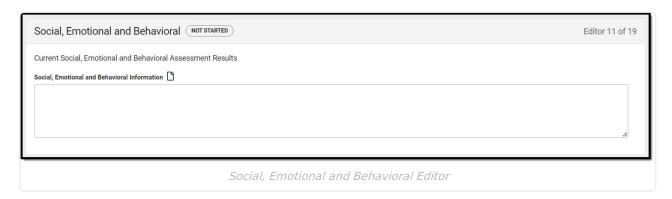


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Social, Emotional and Behavioral



The Social, Emotional and Behavioral Skills editor is used to document the student's current level of emotional and behavioral abilities.



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Adaptive Skills

The Adaptive Skills editor is used to document the student's current level of adaptive skills.



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Hearing

The Hearing editor is used to document the student's hearing abilities.



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Vision

The Vision editor is used to document the student's visual abilities.



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Vocational

The Vocational editor is used to document the student's vocational skills.



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Developmental Delay

The Developmental Delay editor is used to document any delays to the student's development.

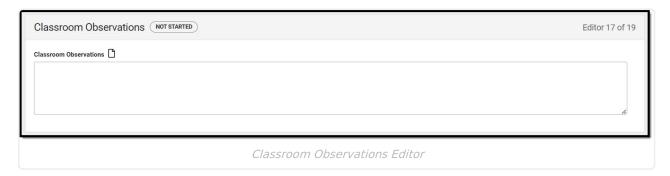


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Classroom Observations

The Classroom Observations editor is used to describe the student's performance in the classroom.



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Other

The Other editor is used to document any additional information pertinent to the evaluation of the student for a determination of eligibility.

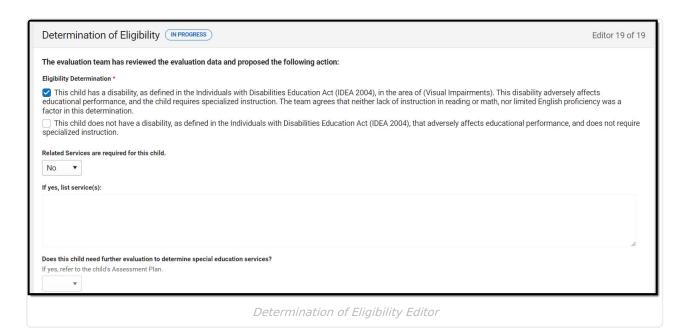


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Determination of Eligibility

The Determination of Eligibility editor is used to document the team's decision regarding the action needed for the student based on all the data collected in the previous editors.





Field	Description	Validation
Eligibility Determination Required	 The determination of the team. Options include: This child has a disability, as defined in the Individuals with Disabilities Education Act (IDEA 2004), in the area of (select Primary Disability below). This disability adversely affects educational performance, and the child requires specialized instruction. The team agrees that neither lack of instruction in reading or math, nor limited English proficiency was a factor in this determination. This child does not have a disability, as defined in the Individuals with Disabilities Education Act (IDEA 2004), that adversely affects educational performance, and does not require specialized instruction. 	Only one option can be selected. When a user selects a primary disability, the disability populates to (Select Primary Disability Below).
Related Services are required for this child.	Indicates the student requires related services. Options are Yes or No.	N/A



Field	Description	Validation
If yes, list service(s) *Required	A description of the services required.	*This field is available and required when Yes is selected for "Related Services are required for this child."
Does this child need further evaluation to determine special education services? *Required	Options are Yes or No.	*This field is available when No is selected for the Eligibility Determination question.
Primary Disability *Required	The student's primary disability. Options include: Intellectual Disabilities Hearing Impairments/Deafness Speech or Language Impairments Visual Impairments Emotional Disturbance Orthopedic Impairments Other Health Impairments Specific Learning Disabilities Deaf/Blindness Multiple Disabilities Autism Traumatic Brain Injury Developmental Delay	*This field is required when users selects the check box for "This child has a disability" and is unavailable when "This child does not have a disability" is selected.
Determination of Eligibility Date Required	The day the team made the eligibility determination decision.	This field always displays on print.

Previous Versions

Evaluation Summary Report (BIE) [.2327 and previous]